



UNDER SECRETARY OF DEFENSE  
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WASHINGTON, DC 20301-1100



June 20, 1997

MEMORANDUM FOR UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
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INFO COPY: SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF

SUBJECT: Management Reform Memorandum #13 -- Adopting Standard Commercial Products  
for Registration Files

The Secretary of Defense has directed that we undertake a revolution in business practices in conjunction with the Quadrennial Defense Review. It is apparent that there are significant opportunities for streamlining through adopting standard commercial products for registration/address files.

Currently the Department maintains numerous redundant data for business process applications. These files include separate data bases of vendor information as well as address files for commercial and DoD activities. Many of these data bases were developed for unique applications or to generate specific reports. Industry rightly is frustrated by being asked repeatedly for similar information, just because it is to be used by a different organization in the Department.

The bulk of these data are maintained by government organizations requiring ongoing file maintenance. During the past decade the private sector has developed standardized commercial data products that could be used in DoD electronic business management systems. Adopting the use of these commercial products would avoid the need for dedicated government organizations, reduce the burden on individuals and businesses to supply information, and facilitate the integration of business processes in the Department.

I am asking the Deputy Under Secretary of Defense (Logistics) to form a task force to develop a Department-wide plan to adopt standardized commercial data products for registration and addressing applications in business systems. Because of the far-reaching use of such data bases, this plan will require the coordination of all functional communities in the Department. I would ask that a blueprint of the plan be delivered by August 1, 1997.

Your cooperation in supporting this evaluation will be appreciated.

In approximately two weeks from the date of this memorandum, I will have my secretary arrange for a meeting with the task force to obtain a status report on how this effort is proceeding.



John I. Hamre